

PLAT REVISIONS

In the event the designer decides to revise the proposed right of way, a meeting should first be arranged between the designer and the Real Estate Agent to discuss the extent of the revision. The Real Estate Section will need to address the potential for a project cost overrun. Whenever you are revising the proposed Right of Way it is imperative that you notify the other sections that will be impacted by the revision, especially the Utility and Survey Units. **Page 11-9** is the form that can be used to notify impacted Units/Sections of changes made to the plat by the Design Section. Recently the survey crew was staking the right of way on a project so that a Utility could relocate their facility, but as it turns out the proposed right of way had been revised. In a situation like this the utility company may have relocated their facility on to either DOT or private property. Either way they would have had to relocate the facility twice at our expense.

Whenever the proposed right of way is revised after the original proposed right of way has been acquired and the deed recorded, a new parcel number has to be assigned to the new right of way being acquired. The number assigned should be the old parcel number plus 100; for example, if the first proposed right of way was acquired for parcel 4 the additional proposed right of way would be acquired for parcel 104. **Page 11-5** depicts an example of how this information should be shown on the R/W plat.

Revisions initiated by Real Estate (for example a name change or the acquisition of a remnant or land locked parcel) should be accompanied by a ***RIGHT OF WAY REVISION AND/OR ADDITION NOTICE*** as well as a copy of the applicable recorded deed. An example of that notice is included on **Page 11-6**. In the case of the acquisition of a remnant or land-locked parcel the following revisions need to be made to the applicable plat detail sheet: 1) include recording information, 2) the remnant or landlocked area should be cross-hatched in the same pattern as the original right of way acquisition, 3) the original proposed right of way line should be dashed from property line to property line of the remnant or landlocked parcel. An example of this type of acquisition is shown on **Page 11-7**.

As stated in the FDM chapter 12-25-1 the Department is making a determined effort to identify surplus lands, declare them excess and dispose of them whenever possible. After the sale of excess lands the plat has to be revised. **Page 11-8** demonstrates how the District depicts the sale of excess lands.

Make sure when you revise the plat that you follow through with the necessary revisions to the Legal Description for all affected parcels. The descriptions should be revised when

Plat Revisions - continued

the revision is first put on the "sticks." **DO NOT** wait until the plat revisions have been drafted.

Although the District philosophy towards consultants is that they are considered responsible for their work, and will be held accountable for the accuracy of the plat, it is still imperative that the District provide the following quality control:

- 1) **The project teams are responsible for checking the plat sticks against the consultant's revised plat to ensure that all revisions were made correctly.**
- 2) **The project teams are also responsible for ensuring that all revisions that are being made to the plat are reflected on the stick copy of the plat.**

A dated **Relocation Order Revision Form (RORF)**, must accompany all plat revisions. All of the information on the RORF should match what is to be revised on the plat. An example RORF is shown on **pages 11-10 and 11-11**

Remember that when a plat is revised, the revision date needs to appear on all plat sheets - not just on those sheets being revised. On sheets without revisions, the abbreviation "N.C." (No Change) should appear after the revision date. The Cadds staff at the district will date and reduce the original Mylar title sheet for the revised Plat submittal.

Plat Revision Submittal

All plat revisions are to be submitted to the R/W Plat Unit, or the Project Manager.

Under no circumstances should any plat revision submittals be given directly to the R/E section.

No information changed on a R/W plat will be considered a plat revision until all of the following requirements are met. (See also "**Interim Plat Revision Submittal**" below.)

Information needed for a plat revision submittal;

One full size set of plat sheets, unbound original plots, on a bond vehicle unless it is a final revision for PS&E then we need Single Matt Reverse Mylar's, (no electrostatically printed Mylar's will be accepted) and an electronic copy of the entire plat in .DGN format.

Plat Revisions - continued

One dated RORF (Relocation Order Revision Form)
See Example RORF in section. 11- 10.

Four-½ size unbound original plots.

Electronic and hard copies of the revised legal descriptions.

We need a Red Line Copy of the plat. This means that we need a marked up copy of the plat from your previous plat submittal, including any information included on any interim plat revision submittals. Not your current plat revision submittal.

Interim Plat Revisions and Submittals

At times it is prudent to do an interim plat revision submittal. What this means is that a R/W plat may require various small changes. These changes may be incidental to Design and or required by R/E during the negotiation / acquisition process. If these small changes are not needed by Real Estate for a Jurisdictional Offer (J.O.) for condemnation proceedings, then we would like to do an interim plat revision, or revisions.

This process may continue until we have enough changes to process a plat revision submittal.

Information needed for an interim plat revision submittal;

Two, half-size copies of the revised plat sheets.

Both electronic and hard copies of the effected legal descriptions.

A dated interim Relocation Order Revision Form (RORF) indicating what changes were made to the plat. The date on the RORF should match the interim revision date placed on the revised sheets. See Example RORF in section 11-10.

Each sheet should be dated, indicating that it has had an interim revision.

Example: 02-02-2002 (interim revision).

This date is only used until a plat revision submittal is needed. At that time all of the interim plat revisions, and any newly revised information is compiled and incorporated into a complete plat revision submittal. (See “**Plat Revision Submittals**” above).

Plat Revisions - continued

Stick Copy of the Right of Way Plat

The stick copy of the plat is the District's resource for plat information. Therefore, it is the Design Section's responsibility to see that all of our customers have access to reliable up-to-date information at all times. The following are some "never-break" rules for dealing with the "sticks":

- 1) If a consultant is drafting the plat revisions, the information located on the sticks can be transferred to a fresh print, and that print is forwarded to the consultant for revisions. If the number of revisions is such that it will take too much time to transfer the information, then the sticks will be given to the R/W Plat Unit, and a copy will be made. The revisions can be highlighted on the copy for use by the consultant. The consultant may also come to the District office to make the revisions. If later revisions are made on that copy (or print), make sure they are transferred to the plat sticks.
- 2) The stick copy should be legible. Avoid putting revisions on the sticks unless they are definite - this will avoid revisions being made to the revisions, resulting in an excessive and confusing amount of red marks. If there is an occasion when the sticks become difficult to read because of revisions to the revisions, ask for a new print of the plat for the sticks - and start fresh.
- 3) The Stick copies should **never** leave the Right of Way Plat Unit without prior knowledge of one of the Plat Coordinators. We have had problems with missing Stick Plats.

RIGHT OF WAY PLAT REVISION AND/OR ADDITION NOTICE
DT1728 2000 (Replaces RE3018)

Wisconsin Department of Transportation

DATE: May 10, 2002

TO: Larry Barta/Kelf Callaway

Project ID & Parcel Number 1200-04-22 Parcel 14	County Lafayette	Highway 151
Plat Sheets Affected 4.2, 4.9. & 4.10		

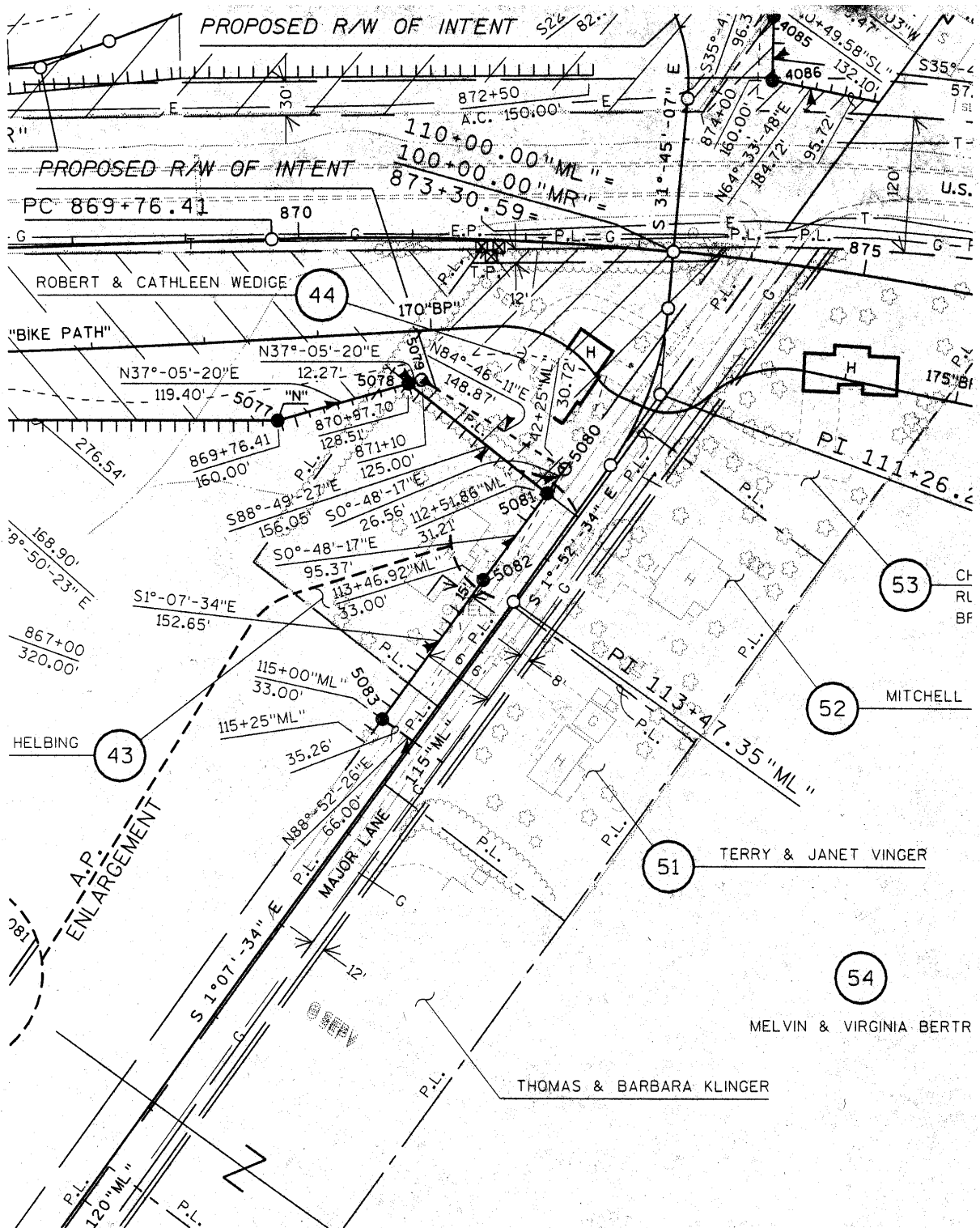
Make Changes as Follows:

Property sold - New Owner KCJ, LLC

Change Affects <input type="checkbox"/> R/W Acquisition <input type="checkbox"/> Excess Sale <input checked="" type="checkbox"/> Other Owner name change		
Change Requested By Jeri Krugman		
Date Plat Changed	Initials	Date Revised Relocation Order Sent to C.O.

Notes

This parcel was acquired by an Award. Plat was not changed to show new owner. Please revise plat ASAP. After new revised plat is approved, a new JO will be issued and Award recorded.



**Right of Way Unit
Plat Guidelines**

PLAT REVISIONS

September 16, 2002

DESIGN SECTION'S NOTIFICATION OF RIGHT OF WAY PLAT REVISION

PROJECT	HIGHWAY	COUNTY
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Plat Sheets Affected: Nos. _____

Parcels Affected: Nos. _____

Make Change as Follows: _____

Change Involves (check all applicable items): ☐ Name Change ☐ Utilities

☐ R/W Acquisition ☐ Acreage Change ☐ Change in Description

☐ Additional Description ☐ Access Rights Change

☐ Other _____

This change made by: _____
Name Date

Route a copy to:

- * Real Estate Agent
- * Utility Coordinator if it involves a revision to the right of way acquisition
- * Survey Coordinator if it involves a revision to the right of way acquisition
- * Design R/W Plat Coordinator
- * Project Manager (for consultant projects the Design Project Manager is responsible for notifying the consultant upon receipt of this notice)

Relocation Order Revision Form (RORF)

Project I.D. 1200-03-21
Mt. Horeb - Verona Road
USH 18/151
Dane County

<u>Page</u>	<u>Parcel</u>	<u>Item</u>
All		Add revision date.
4.0		Add R.D.E. abbreviation.
4.1	4,17,19, 20,24,29, 54 & 55	Change R/W acreages.
4.2	3 & 4	Revise "U" line.
	8 & 13	Revise "PD" line.
	17	Revise "SCR" line.
	24	Revise "SC" line.
4.4	--	Change Delta angles on "TH" line.
4.5	--	Change Delta angles on "TH" line.
	62	Add buried cable and parcel.
	3 & 4	Revise "U" alignment and R/W.
4.6	4	Revise "U" alignment and R/W.
	62	Add buried cable.
4.7	8 & 13	Revise "PD" alignment and R/W.
--		Change distance on R/W line near Sta. 228+00.

Relocation Order Revision Form (RORF) - continued

<u>Page</u>	<u>Parcel</u>	<u>Item</u>
4.9	17	Remove T.L.E.
	--	Revise bearing and distances.
	--	Revise "SCR" and "SC" alignment and R/W.
4.10	--	Revise "SCR" and "SC" alignment.
4.11	29	Revise "B" line R/W. Add R.D.E.
4.14	39	Add uneconomical remnant.
4.15	64	Add buried cable. Revise "SRR" line R/W.
4.16	--	Revise "SRR" line R/W.
4.18	64	Revise location of arrow.
4.19	63	Add parcel.
	54	Revise P.L. along "MR" line.
	55	Revise R/W bearings and distances.